



CALIFORNIA STATE PERSONNEL BOARD:

The Road To Employment with the State of California: State Civil Service Employment Information

Ad Placement Request Form

Agency Name: _____

Agency Address: _____

Agency Contact: _____ Fax _____

Phone : _____ E-Mail: _____

Ad Information

Issue 2: Ads Due February 13, 2002 • **Issue 3:** Ads due July 15, 2002

Color: All ads will print in black and white/grayscale

Full Page Ad (Trim size: 8.5" w X 11" h) (With bleed 8.75" X 11")\$1,200 • 2 or more ads: \$900^{each}

Half Page Ad^{Horizontal Only} (8" X 5" NO BLEEDS)\$650 • 2 or more ads: \$488^{each}

Film accepted: Negatives RRED, 150 LPI, 2400DPI with a printed proof.

E-mailed art accepted: Please send all files, fonts and graphics associated with your ad. You may want to compress all your files into one folder before sending. E-mail your art to: Thomas Gonzales, Graphic Designer at: tgonzales@spb.ca.gov

Compatible Software accepted: Acrobat PDF Preferred, QuarkXpress, Adobe Illustrator, PageMaker, Freehand, Adobe Photoshop

Ad Placement Order

| Quantity | Ad Size | Cost Per Ad | Total Cost |
|----------|-----------|-------------|------------|
| | Full-Page | | |
| | Half-Page | | |

Order Copies of the Publication

| Quantity | \$1.10/ea. (less than 1,000) | \$1.00/ea. (1,000 or more) | Total Cost |
|----------|------------------------------|----------------------------|------------|
| | | | |
| | | TOTAL COST | |

Check: Check #: _____ Amount: \$ _____

Purchase order: Purchase Order #: _____ Amount: \$ _____

Credit Card Payment: Card Type: _____ Account #: _____

Exp. Date: _____ Amount: \$ _____

Charge to Consolidated Contract: Submit Invoice to: _____

Amount: \$ _____ Contract #: _____ Authorization/Signature: _____ Date: _____

Submit Completed Forms to:
801 Capitol Mall, MS #15
Sacramento, CA 95814
Fax # (916) 651-8781

Any questions can be sent to the Statewide Recruitment Program at StateRecruit@spb.ca.gov or you may contact Jennifer Roche at (916) 657-4322 or Christina Padilla-Perez at (916) 653-1020, TDD (916) 651-8782. Thomas Gonzales, Graphic Designer (916) 654-4711